

SUGGESTIONS FOR PLANNING VISITS BY INTERNATIONAL PEACEMAKERS

Please share this information with everyone who will host the International Peacemaker. The Presbyterian Peacemaking Program makes it possible for international peacemakers from various areas of the world to visit the Presbyterian Church (U.S.A.) each year to interpret issues of peace and justice. As you host these guests, the following suggestions might help in planning for their visits.

1. Use this as a time to celebrate our partners in other parts of the world.
2. Prepare the audience ahead of time with background information about the speaker and the country represented.
3. Send an agenda AS SOON AS POSSIBLE to the International Peacemaker and to the Presbyterian Peacemaking Program including the types of programs you expect to plan for the speaker. The International Peacemakers are very interested in hearing from you now as you develop your plans. Even a general idea of your plans would be helpful, such as whether they need to prepare a sermon, an informal presentation, a major presentation; when, where, what groups, length and context of program. THIS HAS BEEN THE ONE PART OF THE PLANNING MOST REQUESTED BY THE SPEAKERS AS THEY PLAN FOR THEIR VISITS. Please help by sending this information directly to the International Peacemaker and copy me at debby.vial@pcusa.org. Thanks!
4. It is assumed that when International Peacemakers are scheduled for events, they will be key speakers, not observers. Two minutes at presbytery or giving the benediction at morning worship is not a good use of their time. Allow time for questions when possible.
5. If they are to speak at presbytery, arrange for them to be on the docket early or, better yet, have an Order of the Day scheduled. Be sure they know the expected time frame and offer to have someone monitor the time.
6. If the contact persons listed on the Itineration Schedule change, please notify the Peacemaking Office immediately. This is to allow the Peacemaking Office to make emergency calls in case the Peacemaker is stranded at the airport. Whoever meets the visitor at the airport needs to hold up signs with large letters so they can locate you. Remember, you have seen their picture, but they have not seen yours.
7. In terms of hosting, guests may stay in homes or in hotels. If the guests are to be in homes, they should be given some private time, especially for rest. Providing laundry facilities is appreciated when the speaker has been traveling for several weeks. If a hotel/motel is used, don't use isolated places, such as an airport hotel, where they can't get out and walk.
8. Please send all mailings concerning the visit to all of your local contacts. Sometimes local hosts/hostesses never receive the background information, flight changes, bios, etc. Some of the material you receive in the host packet is also available for download and printing from www.pcusa.org/peacemaking/intl/international.htm.
9. Have a large map available of the area of the world from which the speaker comes.
10. Hard-to-schedule times, such as Monday mornings, are a good time to use the speakers in classrooms or in conversations with pastors, or to give the speakers a rest.
11. Radio talk shows or videos for cable networks are an excellent way to get wider exposure for the speaker. Send press releases to the local radio and TV channels, newspapers and magazines (sample on Web site).

12. Do not schedule outside the time frame allotted to you. The usual schedule allows for afternoon or evening arrival on the first day and morning departure on the final day of the visit.
13. **Do not make changes in airplane tickets or other important itinerary information.** Doing so could result in cancellation of the remaining portion of the IP's itinerary or expensive fees and penalties. If a problem arises with the IP's schedule, please contact the Peacemaking Office, using the numbers listed on your IP's schedule. Please call immediately – use any of the numbers.
14. Please be sure to provide down time for your IP, asking your guest if s/he would rather spend time alone or be entertained. Pay attention to the IP's travel schedule-down time would be particularly appropriate immediately after strenuous travel involving a number of connecting flights or delays. Consider beginning the visit of the IP with a couple of hours of rest. Some touring time might be interesting to the guest, but limit it as this is not the main purpose of the visit.
15. Inform the speaker if the media is to be present for meetings and obtain their permission for pictures or direct quotes. Some IP's may not want to be quoted in the media and it might put them in a precarious position in their country.
16. Arrange for a variety of programs during the visit, such as church night suppers, classroom situations, ecumenical gatherings, media events, panels.
17. Invite neighboring congregations, presbyteries, ecumenical groups, peace groups or other faiths to participate in events. Offer the speaker to other denominations if you have difficulty filling the schedule.
18. We suggest that along with your planning for the visit you also discuss possible follow-up plans. The following questions have been suggested for your planning committee to consider:
 - a. How will we prepare for their visit?
 - b. What difference will their visit make to our presbytery or educational institution?
 - c. What kinds of experience do we hope for?
 - d. What sort of interaction will we plan in the presbytery and with which groups?
 - e. What follow-up do we plan?
19. The Peacemaking office in Louisville will provide each IP with phone cards for \$60.00. The IPs should use these rather than call using your phone line. If they run out, please contact the Presbyterian Peacemaking Program at 502-569-5702.
20. Each IP receives a generous honorarium from the PC(USA). **It is recommended that you not offer them additional personal monetary gifts.** However, donating to the work of the Peacemaker is encouraged. If you want to contribute to his/her work, ask your IP about Extra Commitment Opportunities (ECOs) for his/her country. The IPs will have ECO information listing those projects in their area of the world. Additional information can be found on our website. Funds for an International Peacemaker's work **should not be handed to the IP**, but rather sent through approved PC(USA) channels.
21. Check with the next host to insure transition from one presbytery to another occurs smoothly.